



Town of Corning Website Policy

1. PURPOSE

The Town of Corning's (the "Town") website exists to:

- A. Make public information more readily available, thereby encouraging greater public understanding of, and participation in, Town governance.
- B. Provide access to forms of electronic communication and e-commerce functions to enhance the traditional walk-in experience of our Town's departments.
- C. Inform residents and visitors about government services and local attractions and history.
- D. Use emergency technology to enhance Town services.
- E. Use social media to further enhance the Town of Corning's messaging and news delivery systems.

II. CONFIDENTIALITY

Any information received through this website, including any mails sent via this website, are subject to disclosure requirements of New York's Freedom of Information Law ("FOIL") and are therefore, necessarily, not confidential. No information received through this website will be sold or licensed through the Town.

III. TOWN OF CORNING POLICIES AND PROCEDURES

- A. There shall be a Town Webmaster -responsible for building, designing, and maintaining the Town's website, social media, and messaging services appointed by the Town Board. The Webmaster shall be supervised by the Town Board.
- B. The Webmaster shall be responsible for posting items received from the Town Department heads. The department heads will send all reports and notices to the Webmaster in a timely manner.
- C. The Town of Corning Board is the ultimate authority regarding policy governing the Town's website. These policies include, but are not limited to, defining the look and feel of the website, and deciding who may post information on the site.
- D. The Town of Corning board, employee, committee member, or elected official, may not create or maintain a website purporting to represent the Town of Corning in its official capacity. Elected officials may operate their own website separate from the official Town website, which will not represent the Town in its official capacity.
- E. Complaints about any aspect of the Town Website shall first be brought to the Webmaster and then the attention of the Town Board for review.

IV. GENERAL DISCLAIMER

- A. The information and materials contained on the Town of Corning website have been compiled from a variety of sources, and are subject to change without notice, may not be current and up-to-date, and should not be considered official public records. Do not rely on said information and materials without first verifying its accuracy with the appropriate Town department, commission, government board, committee, or agency. The Town of Corning makes no warranties or representations whatsoever with respect to content, quality, accuracy, or completeness of any information or materials contained on either this website or any external website linked to this website. Additionally, the Town of Corning disavows any legal liability for the content, quality, completeness of said information, and materials. Use of the information is solely the responsibility of the user.
- B. Communications to the Town of Corning via the website shall not be deemed to constitute legal or official notice to the Town of Corning, its departments, commissions, boards, committees, agencies, officers, employees, representatives or agents, where such notice is required by federal, state, or local law.
- C. Any modification of the contents to the Town of Corning website without the express permission of the Webmaster and/or Town of Corning Board is strictly prohibited. Violations of this policy will be prosecuted to the fullest extent of the law.
- D. Some of the links contained on this site lead to resources outside of the Town of Corning's website, including social medial sites or their content. The Town of Corning will be in no way held responsible for the content of such links, or advertisements that appear on those sites.

V. LINKS

- A. As discussed in the general disclaimer, the Town of Corning is not responsible for, and does not endorse, the individuals or organizations in charge of or portrayed on any external websites. The Town of Corning reserves the right to deny any and all requests for the placement of links on its website. The following criteria will be used to decide whether to grant requests for Town website links.
- B. The Town of Corning website will provide, but is not required to provide, links to websites for:
 - a. Local, state, and federal institutions.
 - b. Local educational institutions.
 - c. Organizations with some relationship to the Town (i.e. organizations contracting with the Town, organizations sponsoring Town activities or programs, and organizations participating in Town activities or programs).
 - d. Organizations providing significant information about art, cultural, and sporting activities in the Town.
 - e. Organizations providing significant information about employment opportunities in the Town.
 - f. Organizations providing significant information about employment opportunities in the Town.
 - g. Nonprofit organizations providing social services to the Town's residents without regard to race, gender, or religion.
- C. The Town of Corning will not link to websites for:
 - a. Political candidates.
 - b. Individual or personal homepages.
 - c. For-profit organizations, unless they fit any of the criteria stated above.

- d. Organizations or individuals advocating a position on a local, state, or federal issue including any election or referendum.
 - e. Organizations or individuals which the Town of Corning Webmaster/Board finds to discriminate, or give the appearance of discriminating, on the basis of age, sex, sexual orientation, race, religion, or ethnicity.
- D. The Town of Corning reserves the right to remove, at any time and without notice, any links deemed outdated, obscene, inappropriate, or not otherwise in compliance with this website policy.

VI. TIMEFRAMES, AGENDAS, STANDARDS

- A. The Town of Corning Webmaster will be required to post all nonemergency Town notices submitted in no less than three business days from receipt, provided such document is in a form “readable” by the Webmaster. Acceptable formats include Microsoft Word, pdf, jpg, and html.
- B. Agendas: Town Board, Planning Board, Zoning Board of Appeals, and Ethics Board agendas will be submitted to the Town Webmaster for posting in a timeframe in accordance with current New York State law.
- C. Meeting minutes: All meeting minutes of the Town Board, Planning Board, Zoning Board of Appeals, and Ethics Board need to be submitted for posting in a timeframe in accordance with current New York State law.
- D. Web Design Standards: The content may be updated to conform to the website standards by the Town of Corning Webmaster.